

May 2015

You will find the following information in this issue:

*IDOE Professional Learning Opportunities

*Turnaround Principle Resources: [Effective Staffing Practices](#)

*Sharpen Your Saw: Effective Staffing Practices and Resources; including staff recruitment ideas, substitute training sample, creating professional development plans, and both literacy and mathematical processes walkthrough “Look-For” practices

[IDOE Outreach Division of School Improvement](#)

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“May” greetings to all Indiana schools in Region 9! It has been our pleasure to serve you during the SY 2014-15. We wish you the very best as you finish ISTEPing and move to close out your school year. We hope that the information and resources in this issue will support your efforts in being sure that your staffing practices are effective and supportive of continuing student achievement. Best wishes, Starr, Lisa, and Debbie

IDOE Professional Learning Opportunities

[IDOE Educator Effectiveness Updates](#)

IDOE Office of Educator Effectiveness would like to share some updates and free and low-cost supports and resources to support implementation of staff performance evaluations. The resources are aligned to the onsite monitoring our office is conducting per the ESEA Flexibility Waiver.

[Central Indiana Educational Services, \(CIESC\)](#) offers a variety of professional learning workshops, to view these events [see flyer](#)

[IDOE Office of Student Assessment](#)

[IDOE Office of College and Career Readiness](#)

[Indiana Academic Standards](#)

[IDOE Online Communities of Practice](#)

[IDOE Learning Connection](#)

[Indiana ESEA Flexibility Waiver](#)

[IDOE Professional Development Requests](#)

Sharpen Your Saw: Effective Staffing Practices Resources

Resources for recruiting teachers

Educator Job Bank <http://www.doe.in.gov/peer>
Teach for America - <http://teachforamerica.org>
New Teacher Project Indianapolis Teaching Fellows - <http://tntp.org>
Woodrow Wilson Teaching Fellowship - www.woodrow.org
Contact teacher preparation programs
Utilize Career Fairs

Creating Professional Development Plans

<https://drive.google.com/file/d/0B5Om2GCZtfUQZWtnSmNFWIEzYjQ/view?usp=sharing>

Professional Development Plan Template Example

<https://drive.google.com/file/d/0B5Om2GCZtfUQTEFvdTUtZHFpNnM/view?usp=sharing>

Formative Professional Development Cycle

<https://drive.google.com/file/d/0B4t9qD7G0JVPei16UIFFRVlqa28/view?usp=sharing>

Substitute Training Program Sample

https://drive.google.com/file/d/0B_GOGji0UywrQVFXNXR1b3U0QWM/view?usp=sharing

Engaging in the Mathematical Processes Classroom Walk-Through “Look-Fors”

<https://drive.google.com/file/d/0B4SBh7ImDHUAY0FhNWhuM0FqNUU/view?usp=sharing>

Literacy Classroom Walk-Through “Look-Fors”

<https://drive.google.com/file/d/0B4liOG04wkfEbms0VIEyYWG1UlK/view?usp=sharing>

7 Qualities of a Good Reader

Great reading is more than just sounding out letters and words. It involves thinking on many levels. When teachers use modeling, coached practice, and reflection, they can help their students to think while they read and build their comprehension.

Good readers:

- Draw on background knowledge as they read
- Make predictions as they read
- Visualize the events of a text as they read
- Recognize confusion as they read
- Recognize a text's structure as they read
- Identify a purpose for reading
- Monitor their purpose for reading the text

Source: <http://www.readingrockets.org/article/using-think-alouds-improve-reading-comprehension>

Use Think-Alouds to Model Thinking and Reading: model the relationship between thinking and reading. Verbalize thought processes and demonstrate connections that good readers make between background knowledge and information in text.

Sharpen Your Saw: Effective Staffing Practices Resources, continued

The Education Service Centers of Indiana and Texas Instruments have joined forces to provide highly relevant professional development around the state this summer for middle and high school teachers of mathematics. Please see the flyer link below for details and registration links for workshops in your area.
<http://www.siec.k12.in.us/images/stories/pdfs/TIFlyerSummer2015.pdf>

ASCD Free, On-Demand Webinars

[ASCD's free webinar series](#) brings experts in the field of education to a computer near you with practical, ready-to-use strategies and advice. We archive each webinar so that you can get your professional development on demand! Check out these recent webinars or [browse the complete webinar archive](#).

As many of you are aware in 2012 the Indiana Legislature passed into law that the Indiana Department of Education will no longer create a list of "Approved Textbooks." The textbook adoption process and timeline is now totally under local control. There will be a Math Textbook Caravan taking place in January and February 2016 at **NO COST** for teachers, schools and districts to attend. The vendors, publishers and authors will be on hand to display, describe, answer questions and give demos and presentations with and about their materials they offer for Mathematics. The tentative dates and locations for the Indiana Math Textbook Caravan are:

1/19/16 – Indianapolis

1/20/16 – Lafayette
1/21/16 – Merrillville
1/26/16 – South Bend
1/27/16 – Fort Wayne
1/28/16 – Muncie
2/1/16 – Clarksville
2/2/16 – South Dearborn
2/3/16 – Jasper
2/5/16 – Terre Haute

The person who is organizing the Math textbook Caravan is:

Ron Buses

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Effective Staffing Practices

by Outreach Coordinator Doug Thieme

The focus of this article for this month is [Turnaround Principle 5 –Effective Staffing Practices](#). Turnaround Principles are not only used as a strategic system to support schools that may be struggling, but also as indicators for high performing schools. When discussing [Turnaround Principle 5](#)- effective staffing practices it is important for schools to develop and have systems in place for the following: Teacher recruitment of quality candidates, Evaluation practices that improve student learning, A professional development structure that supports continual improvement and professional growth and, Effective staff assignments to maximize student learning opportunities by accessing the staff's instructional strengths. All of the components cannot be viewed in isolation from one another but integrated, dependent practices that require the careful attention and planning for school leaders.

Teacher Recruitment

It is important that schools consider strong candidates for vacancies they have and determine how they will find and recruit those candidates. Teachers for these positions must be selected through a rigorous and thorough screening process to ensure that they have the skills and characteristics of highly effective teachers. Schools or districts need to have a process to cast a wide net for recruitment efforts and not just traditional venues. The selection of staff should be a team effort that includes the administrative and leadership teams. This team collaborates in the selection process and is present at formal interviews and demonstration lessons. It is highly encouraged for schools to utilize demonstration lessons as a strategy to determine a candidate's instructional capacity in practice. This process may look very differently based on individual schools' needs, but schools that have implemented demo lessons have found great success in selecting quality candidates. During the selection process it is important to match prospective teachers to the position expectations and needs. If the candidate has teaching experience it would be sound practice to look at prior student learning outcomes, if possible, to determine a positive match.

Teacher /Educator Evaluation

Systematic and frequent school-wide observations that include consistent staff feedback on agreed upon expectations and instructional practices are essential to maintaining a high quality staff. These are a way to support teachers and inform professional development efforts. Regular feedback to teachers from observations should focus on the instructional development of teachers, implementation of strategies, and alignment to school improvement goals. The goal of evaluation is not only accountability for student learning but also the basis for improving classroom practices, informing professional development, and increasing learning outcomes.

Professional Development

Professional development planning must be intentional and not a random disconnected event. Effective professional development should be linked to teacher needs as evidenced by observations and walkthroughs as well as be connected to student learning data and school-wide goals. Walkthroughs as well as classroom observations and monitoring are conducted so that the instructional leader can ensure the practices are implemented and effective. Connecting PD to what teachers need, student learning data and outcomes, along with collaboration among teachers can transform into a professional learning community where everyone is learning together, sharing practices, and supporting one another.

Staff Assignments

It is critical when assigning teachers that they have the right skills, competencies, and content knowledge to achieve student learning outcomes. Those teachers that provide interventions should have the necessary knowledge to effectively deliver and implement the interventions. Schools should have a plan and policy in place for staff that are considered not aligned to their position or unskilled and be placed on an improvement or support plan. Appropriate supports should be

Community Highlights

Indiana Association for Child Care Resource and Referral (IACCRR) announces **The Child Care Search button**, a free service that directs users to www.childcareindiana.org and allows your school to partner with the Indiana Association for Child Care Resource and Referral (IACCRR) and local child care resource and referral agencies to help families find high quality child care and out-of-school time options. Adding the Child Care Search button to your school website is easy and FREE! For more information, visit www.iaccrr.org and click on Link to Us. For questions, contact the Indiana Association for Child Care Resource and Referral at datahelp@iaccrr.org.



provided to the teacher based on needs and documentation of consistently underperforming staff should be kept to show progress made on improvements. There should also be a plan in place as well as a sense of urgency to dismiss those not making the necessary improvements.

The Outreach Division of School Improvement website has resources available to schools and districts in the area of effective staffing. These resources can be found [here](#). This article is available [here](#) in its entirety to access separate from this newsletter.